

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF TRAVEL FORECASTING AND ANALYSIS**

SALARY: **\$6556 - \$7228**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **FEBRUARY 7, 2007**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Transportation System Information, a CEA II, the Chief, Office of Travel Forecasting and Analysis will manage and direct various engineering, planning and research activities within the Office of Travel Forecasting and Analysis that support efficient and effective transportation decision-making through research, data collection and analysis, advanced technology, sustained internal and external partnerships, and the application of sound engineering judgement. The incumbent plans, organizes and directs the work of one engineering branch, two research management branches and two planning specialists. Functional areas of responsibility include: Highway Performance Monitoring System (HPMS); modeling support (travel demand forecast, air quality and micro-simulation); department-wide travel surveys, statistical support; and research with emphasis on travel behavior and demographics. Responsibilities include, but are not limited to:

- Oversees the HPMS program. Typical duties include: representation at meetings; membership on departmental, federal and other agency committees and task forces; preparation of Director's issue memo on the annual certification of public road mileage.

Coordinates and negotiates compliance with federal requirements and guidelines externally among federal, state, regional and local agencies; coordinates and negotiates compliance internally with Headquarters Local Assistance, Maintenance, Operations, Planning and District Local Assistance engineers. Ensures HPMS submittal is timely and accurate by instituting quality control measures, adequate staffing and funding (including training) and maintaining a working knowledge of data in the system. Maintains personal expertise on highway capacity, congestion, safety and condition evaluation through study and through professional association with other Caltrans engineers, and managers in closely related fields. Implements continuous quality improvements to the HPMS program such as seamless and efficient integration with Geographic Information System and the Internet and automation of data collection and dissemination.

- Resolves complex issues and guides policies to ensure seamless integration of micro-simulation modeling into the Department's operations. Provides leadership, and project assistance and information to create a statewide, systematic methodology for integrating the most advanced, cost effective and appropriate micro-simulation models available into all phases of project delivery including planning, environmental, design, construction, operations and maintenance. Promotes partnerships with internal stakeholders, private consultants and academia to establish and adhere to micro-simulation vision, mission and goals consistent with those of the Department. Develops project protocols to ensure consistent analysis by establishing standards, web-based training and information to district engineers and modelers. Facilitates and participates in relevant meetings and conferences. Develops and implements an effective strategy to manage changes in technology, personnel and partnership arrangements.
- Develops the annual work program (including training and software needs) of the air emissions and regional travel demand modeling support functions, and implementation of the statewide transportation model; champions on-call consultant contracts and interagency agreements; initiates correspondence, develops and promotes consensus on policy and technical issues and advises the Division Chief on policy recommendations for air emissions and travel demand forecast models; makes oral and written reports to Caltrans management as well as to district and Regional Transportation Planning Agency (RTPA) management, and technical groups as appropriate. Resolves the most complex and sensitive travel related modeling issues as they affect the long-term outcome of transportation projects. Advises and assists the California Energy Commission and the California Air Resources Board in the development and application of long-range transportation energy forecasting models and various air quality and emissions models. This assistance to other state agencies is from a policy/managerial perspective rather than from a technical perspective.
- Manages research and data collection efforts as they apply to transportation model inputs including vehicle-miles-traveled, and vehicle stock and fuel usage, and demographic information obtained from surveys. Plans and directs the application and analysis of appropriate transportation models to evaluate alternative growth scenarios – both at the system and project level. Convenes and chairs semi-annual meetings with transportation modelers from Caltrans districts, the Air Resources Board, the California Energy Commission, and RTPAs in California; monitors the state-of-the-practice in transportation modeling to ensure that modeling is performed correctly and meets acceptable levels of accuracy; identifies future research and model improvement needs in California and develops funding sources and schedules for addressing those needs.
- Administers and directs program development and implementation plans, procedures and programs and delivers products, tools and services to meet the business needs of

the Department, and provides excellent customer service to transportation stakeholders. Establishes performance targets for both short-range and long-range objectives and clearly establishes goals to achieve a significant productive impact on transportation decision support. Negotiates sensitive compliance issues with internal units and external regulatory and resource agencies. Implements continuous process improvements. Recommends budget level and determines Personnel Year allocations to districts and to headquarters units, monitors costs, schedules, and work activity.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

Or II

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

KNOWLEDGE AND ABILITIES

Knowledge of: Department's budgeting process; Department's Equal Employment Opportunity Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation.

Ability to: Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to the Department's safety, health, labor relations, and Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated in your statement of qualifications:

- Demonstrated leadership competencies that reflect strategic thinking and effective managerial decision-making.
- Demonstrated ability to take initiative and be innovative.
- Demonstrated ability to develop and maintain strong and effective partnerships with other offices and with external agencies.

- Demonstrated knowledge of and ability to manage a multi-disciplinary work group comprised of multiple programs to achieve program goals and carry out the Department's strategic mission and goals.
- Demonstrated effective supervisory experience.
- Demonstrated ability to effectively use strong interpersonal skills.
- Demonstrated ability to work on a management team.
- Demonstrated ability to develop and implement effective recommendations and plans of action to resolve problems.
- Demonstrated ability to make effective presentations and present information in a clear and concise manner.
- Demonstrated ability to prepare effective reports and written correspondence for use within the Department and with external agencies.
- Demonstrated ability to develop new and innovative methodologies in areas where little guidance or state of the science may exist.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **February 7, 2007**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Meg Rife
P.O. Box 942874, MS 38
Sacramento, CA 94274-0001**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.